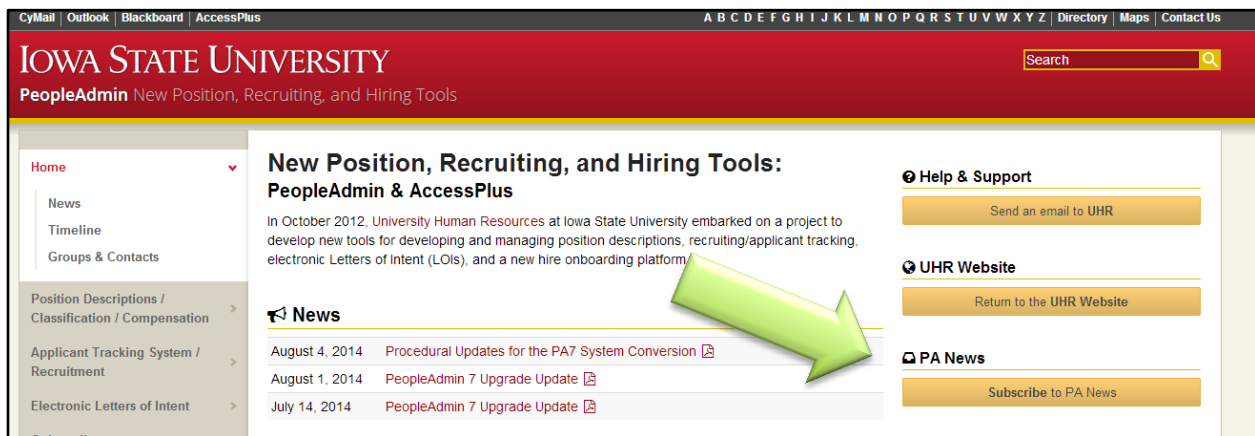


Quick Reference Guide: Subscribing to PeopleAdmin7 Project News

Purpose: Use the steps below to subscribe to email notifications to remain up-to-date with the most updated information for new position, recruiting, and hiring tools. Important information, new training materials, tools, and helpful resources will be added to the [PeopleAdmin7 project site](#) throughout the system upgrade. To remain current with the latest news and announcements surrounding the upgrade, please click the *Subscribe to PA News* button; see below.

1. **Navigate** to <http://peopleadmin.hrs.iastate.edu/> in a web browser.
2. Click **Subscribe to PA News** on the right side of the page.



3. Enter your information to the following fields as shown below.
 - a. Your **Email Address** (e.g. email@iastate.edu)
 - b. Your **Name** (e.g. Jane Smith)
 - c. Would you like to **receive list email batched** in a daily digest?
 - i. **Yes**= Receive one message a day with a summary of all updates (as applicable).
 - ii. **No**=Receive individual email messages for each update made (as applicable).

Subscribing to pa-news

Subscribe to pa-news by filling out the following form. You will be sent email requesting confirmation, to prevent others from gratuitously subscribing you. This is a hidden list, which means that the list of members is available only to the list administrator.

Your email address:

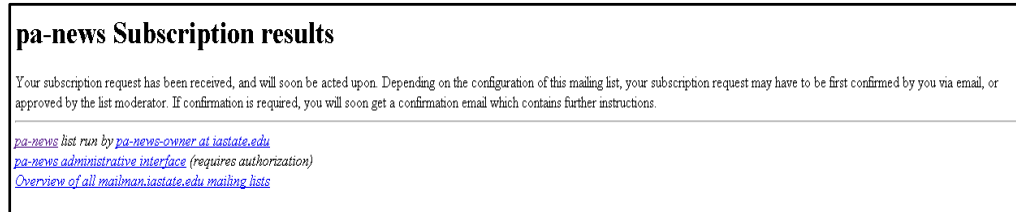
Your name (optional):

Which language do you prefer to display your messages? English (USA)

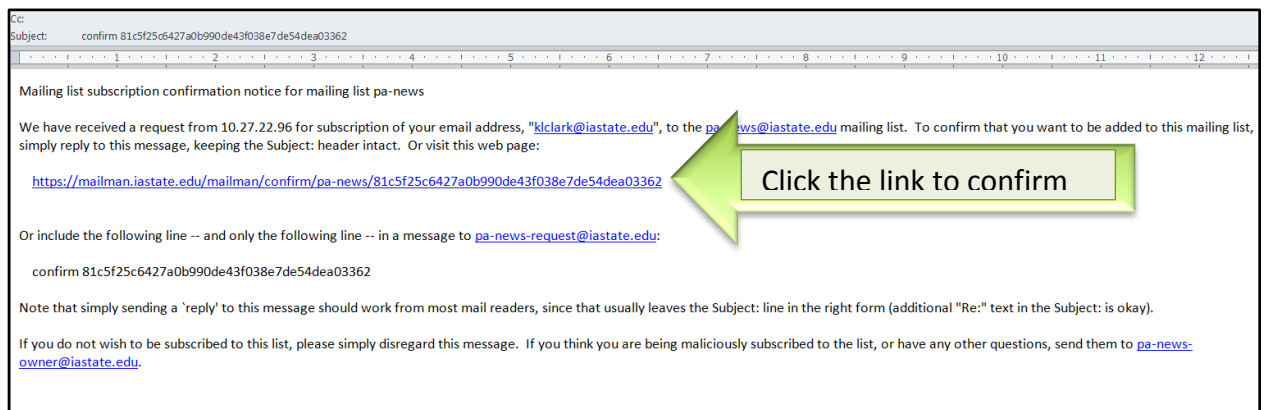
Would you like to receive list mail batched in a daily digest? No Yes

Quick Reference Guide: Subscribing to PeopleAdmin7 Project News

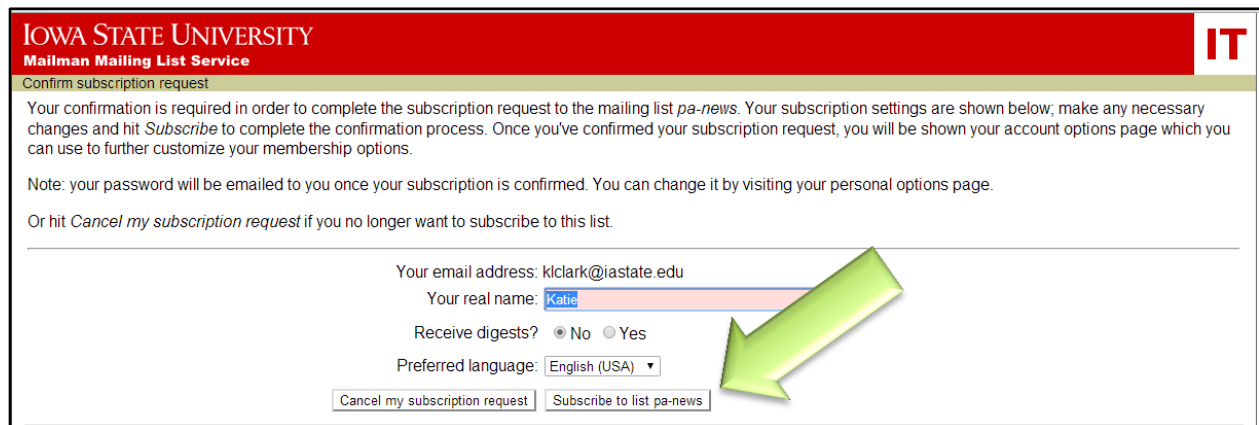
- Click the **subscribe** button. The next screen appears to explain key steps to take after you receive an email confirmation.



- Refer back to your inbox and search for an email from pa-news-request@iastate.edu. This email will require you to confirm your subscription as shown below.



- Click the **Subscribe to list pa-news** button as shown below.



You are now be set-up to receive email notifications when new announcements and updates are added to the site.

If you chose to unsubscribe, simply select at **unsubscribe** in the footer of any one email you have received from the project site.